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August 28, 2009

TO: Supervisor Don Knabe, Chairman  
Supervisor Gloria Molina  
Supervisor Mark Ridley-Thomas  
Supervisor Zev Yaroslavsky  
Supervisor Michael D. Antonovich

FROM: Wendy L. Watanabe  
Auditor-Controller

SUBJECT: **GROUP HOME PROGRAM MONITORING REPORT – ORANGE  
COUNTY CHILDREN'S FOUNDATION, INC. – EMANCIPATION  
INSTITUTE, HARBOR CITY CHILDREN'S FOUNDATION AND  
ORANGE COUNTY CHILDREN'S FOUNDATION GROUP HOMES**

We have completed a review of Emancipation Institute, Harbor City Children's Foundation and Orange County Children's Foundation Group Homes (Group Home or Agency) operated by Orange County Children's Foundation, Inc. (OCCF). Each Group Home contracts with the Department of Children and Family Services (DCFS) and the Probation Department.

Emancipation Institute, Harbor City Children's Foundation and Orange County Children's Foundation Group Homes are each six-bed facilities, which provide care for boys ages 11-17 years who exhibit behavioral, social and emotional difficulties. At the time of the monitoring visit, Emancipation Institute and Harbor City Children's Foundation Group Homes were each providing services for six DCFS children. Orange County Children's Foundation Group Home was providing services for two DCFS children and four Orange County children.

Emancipation Institute Group Home is located in the Fourth District, Harbor City Children's Foundation Group Home is located in the Second District and Orange County Children's Foundation Group Home is located in Orange County.

### **Scope of Review**

The purpose of our review is to determine whether the Agency is providing the services as outlined in their Program Statement. In addition, the review covers basic child safety and licensing issues and includes an evaluation of the Agency's Program Statement, internal policies and procedures, child case records, employee records, a facility inspection and interviews with children placed in the Group Home at the time of the review. Interviews with children are designed to obtain their perspectives on the program services provided by the Agency and to ensure adherence to the Foster Youth Bill of Rights.

### **Summary of Findings**

Generally, the Agency is providing the services as outlined in their Program Statement. However, the Agency needs to address a few deficient areas. Harbor City Children's Foundation and Orange County Children's Foundation Group Homes need to repair, replace and paint items throughout the homes and develop comprehensive Needs and Services Plans that include short and long term goals. In addition, Emancipation Institute and Harbor City Children's Foundation Group Homes need to provide children with the required \$50 monthly clothing allowance.

Attached is a detailed report of the review.

### **Review of Report**

We discussed our report with the Agency's management. In response to the recommendations made in the report, the Agency's management completed a corrective action plan (attached) which we approved. We thank the management and staff for their cooperation during our review.

If you have any questions, please contact me or have your staff contact Don Chadwick at (213) 253-0301.

WLW:MMO:JET:DC:AA:gfw

#### **Attachments**

c: William T Fujioka, Chief Executive Officer  
Patricia S. Ploehn, Director, DCFS  
Ted Myers, Chief Deputy Director, DCFS  
Susan Kerr, Senior Deputy Director, DCFS  
Robert B. Taylor, Chief Probation Officer  
Doris Stockstill, Board President, Orange County Children's Foundation, Inc.  
Pamela Cutchlow, Executive Director, Orange County Children's Foundation, Inc.  
Public Information Office  
Audit Committee

**Orange County Children's Foundation, Inc.  
Emancipation Institute Group Home  
Torrance, California 90501  
License Number: 198203350  
Rate Classification Level: 11**

**I. Facility and Environment**

**Method of assessment – Observation**

**Comments:**

Emancipation Institute Group Home is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean and adequately landscaped.

The interior of the Group Home is well maintained. The common quarters are neat and clean, there is adequate furniture and lighting, and the Group Home provides a home-like environment.

Children's bedrooms are well maintained. The rooms are clean and orderly and have age-appropriate personalized decorations. There is adequate furniture, lighting and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable, the beds all have a full complement of linens, and children's sleeping arrangements are appropriate.

The Group Home maintains age-appropriate and accessible recreational equipment. There are also board games, a TV and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

**Recommendation**

**None.**

**II. Program Services**

**Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

**Comments:**

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement. Case files reflect adequate documentation to show that children are receiving treatment services.

The treatment team develops and implements the Needs and Services Plans (NSPs) with input from the child. The NSPs are current, comprehensive and include short and long term goals.

**Recommendation**

None.

**III. Educational and Emancipation Services****Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

**Comments:**

Children are attending school. Children are provided with educational support and resources to meet their educational needs and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help and survival skills. Children are also provided with opportunities to participate in emancipation and vocational programs as appropriate.

**Recommendation**

None.

**IV. Recreation and Activities****Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

**Comments:**

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities. Children also participate in extra-curricular, enrichment and social activities in which they have an interest. The Group Home provides transportation to and from the activities.

**Recommendation**

None.

**V. Psychotropic Medication****Method of assessment – Review of relevant documents****Comments:**

According to the Agency's management, there are currently no children taking psychotropic medications. This information is appropriately documented and children are aware of their right to refuse medication.

**Recommendation**

None.

**VI. Personal Rights****Method of assessment – Interviews with children****Sample size: Two****Comments:**

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff and report that the staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are allowed to make and receive personal telephone calls, send and receive unopened mail and have private visitors. Children attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks. Children also receive voluntary medical, dental and psychiatric care.

**Recommendation**

None.

**VII. Clothing and Allowance**

**Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

**Comments:**

The Group Home provides appropriate clothing and items of necessity. Children are provided with opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity. However, the required \$50 monthly clothing allowance is not provided to the children.

The Group Home provides children with the required minimum weekly allowance. Children spend their allowances as they choose.

The Group Home provides children with adequate personal care items. Children are also encouraged and assisted in creating and maintaining photo albums/life books.

**Recommendation**

1. OCCF management provide the required \$50 monthly clothing allowance to all children.

**VIII. Personnel Background Checks**

**Method of assessment – Review of relevant documents**

**Sample size: Six**

**Comments:**

The Group Home has obtained the required criminal and child abuse clearances for their employees.

**Recommendations**

**None.**

**Orange County Children's Foundation, Inc.  
Harbor City Children's Foundation Group Home  
Carson, California 90745  
License Number: 198200917  
Rate Classification Level: 11**

**I. Facility and Environment**

**Method of assessment – Observation**

**Comments:**

Harbor City Children's Foundation Group Home is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean and adequately landscaped. However, the paint is peeling in the front porch and patio.

Overall, the interior of the Group Home is well maintained. The common quarters are neat and clean, there is adequate furniture and lighting, and the Group Home provides a home-like environment. However, the toilet seat is worn in the bathroom in bedroom three.

Generally, the children's bedrooms are well maintained. The rooms are clean and orderly and have age-appropriate personalized decorations. There is adequate furniture, lighting and storage space. Window coverings and window screens are in good repair. Children's sleeping arrangements are appropriate. However, the beds do not have mattress pads in bedrooms one and two.

The Group Home maintains age-appropriate and accessible recreational equipment. There are also board games, a TV and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

**Recommendations**

**1. OCCF management:**

- a. Paint the front porch and patio.**
- b. Replace the toilet seat in the bathroom in bedroom three.**
- c. Provide mattress pads for all beds.**

**II. Program Services**

**Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

**Comments:**

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement. Case files reflect adequate documentation to show that children are receiving treatment services.

The treatment team develops and implements the Needs and Services Plans (NSPs) with input from the child. However, the NSPs are not comprehensive and do not include short and long term goals.

**Recommendation**

- 2. OCCF management develop comprehensive NSPs that include short and long term goals.**

**III. Educational and Emancipation Services**

**Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

**Comments:**

Children are attending school. Children are provided with educational support and resources to meet their educational needs and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help and survival skills. Children are also provided with opportunities to participate in emancipation and vocational programs as appropriate.

**Recommendation**

**None.**

**IV. Recreation and Activities**

**Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**



**Comments:**

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities. Children also participate in extra-curricular, enrichment and social activities in which they have an interest. The Group Home provides transportation to and from the activities.

**Recommendation**

None.

**V. Psychotropic Medication****Method of assessment – Review of relevant documents****Comments:**

According to the Agency's management, there are currently no children taking psychotropic medications. This information is appropriately documented and children are aware of their right to refuse medication.

**Recommendation**

None.

**VI. Personal Rights****Method of assessment – Interviews with children****Sample size: Two****Comments:**

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff and report that the staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are allowed to make and receive personal telephone calls, send and receive unopened mail and have private visitors. Children attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks. Children also receive voluntary medical, dental and psychiatric care.

**Recommendation**

None.

**VII. Clothing and Allowance**

**Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

**Comments:**

The Group Home provides appropriate clothing and items of necessity. Children are provided with opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity. However, the Group Home does not provide children the required \$50 monthly clothing allowance.

The Group Home provides children with the required minimum weekly allowance. Children spend their allowances as they choose.

The Group Home provides children with adequate personal care items. Children are also encouraged and assisted in creating and maintaining photo albums/life books.

**Recommendation**

3. OCCF management provide children the required \$50 monthly clothing allowance.

**VIII. Personnel Background Checks**

**Method of assessment – Review of relevant documents**

**Sample size: Five**

**Comments:**

The Group Home has obtained the required criminal and child abuse clearances for their employees.

**Recommendation**

None.

**Orange County Children's Foundation, Inc.**  
**Orange County Children's Foundation Group Home**  
**Placentia, California 92870**  
**License Number: 306000534**  
**Rate Classification Level: 11**

**I. Facility and Environment**

**Method of assessment – Observation**

**Comments:**

Orange County Children's Foundation Group Home is located in a residential community. The exterior of the Group Home is adequately maintained. The front and back yards are clean and adequately landscaped. However, there is a broken bicycle and old tires piled on the patio.

Overall, the interior of the Group Home is well maintained. The common quarters are neat and clean, there is adequate furniture and lighting, and the Group Home provides a home-like environment. However, there are cracks in the kitchen cabinet doors and the paint is chipped on the cabinet and drawers. In addition, the acoustic ceiling is peeling in the hallway.

Generally, the children's bedrooms are well maintained. The rooms are clean and orderly and have age-appropriate personalized decorations. There is adequate furniture, lighting and storage space. Window coverings are in good repair. The mattresses are comfortable, the beds all have a full complement of linens, and children's sleeping arrangements are appropriate. However, there is writing on the dresser in bedroom one and a drawer is missing from the dresser in bedroom two. In addition, the window screen is broken in bedroom three.

The Group Home maintains age-appropriate and accessible recreational equipment. There are also board games, a TV and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

**Recommendations**

**1. OCCF management:**

- a. Remove the bicycle and tires from the patio.**
- b. Repair the kitchen cabinets.**

- c. Paint the kitchen cabinets and drawers.
- d. Repair the acoustic ceiling in the hallway.
- e. Replace the dresser in bedroom one.
- f. Replace the dresser drawer in bedroom two.
- g. Repair the window screen in bedroom three.

## **II. Program Services**

**Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

### **Comments:**

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement. Case files reflect adequate documentation to show that children are receiving treatment services.

The treatment team develops and implements the Needs and Services Plans (NSPs) with input from the child. However, the NSPs are not comprehensive and do not include short and long term goals.

### **Recommendation**

2. OCCF management develop comprehensive NSPs that include short and long term goals.

## **III. Educational and Emancipation Services**

**Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

### **Comments:**

Children are attending school. Children are provided with educational support and resources to meet their educational needs and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help and survival skills. Children are also provided with opportunities to participate in emancipation and vocational programs as appropriate.

**Recommendation**

None.

**IV. Recreation and Activities**

**Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

**Comments:**

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities. Children also participate in extra-curricular, enrichment and social activities in which they have an interest. The Group Home provides transportation to and from the activities.

**Recommendation**

None.

**V. Psychotropic Medication**

**Method of assessment – Review of relevant documents**

According to the Agency's management, there are currently no children taking psychotropic medications. This information is appropriately documented, and children are aware of their right to refuse medication.

**Recommendation**

None.

**VI. Personal Rights**

**Method of assessment – Interviews with children**

**Sample size: Two**

**Comments:**

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff and report that the staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are allowed to make and receive personal telephone calls, send and receive unopened mail and have private visitors. Children attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks. Children also receive voluntary medical, dental and psychiatric care.

**Recommendation**

**None.**

**VII. Clothing and Allowance**

**Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

**Comments:**

The Group Home provides appropriate clothing, items of necessity and the required \$50 monthly clothing allowance to children. Children are provided with opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity.

The Group Home provides children with the required minimum weekly allowance. Children spend their allowances as they choose.

The Group Home provides children with adequate personal care items. Children are also encouraged and assisted in creating and maintaining photo albums/life books.

**Recommendation**

**None.**

**VIII. Personnel Background Checks**

**Method of assessment – Review of relevant documents**

**Sample size: Six**

**Comments:**

The Group Home has obtained the required criminal and child abuse clearances for their employees.

**Recommendation**

**None.**

**Orange County Children's Fd. Inc.  
Corrective Action Plans  
County of Los Angeles - Department of Auditor Controller  
Children's Group Home Ombudsman Division**

**Submitted: May 13<sup>th</sup>, 2009**

**Facility Name: EMANCIPATION INSTITUTE - Torrance**

**Section VII. Clothing and Allowance**

**Recommendation: OCCF Management provide the required \$50 monthly clothing allowance.**

**Status: (IMPLEMENTED) All residents are up to date on their required \$50 clothing allowance.**

**Plan to prevent reoccurrence:**

**The Administrator will be responsible for ensuring all residents remain up to date on the required \$50 monthly clothing allowance by reviewing clothing log on a monthly basis.**

**Person responsible for implementing the corrective action:  
The Administrator**

**Person responsible for monitoring the corrective action plan to ensure it remains implemented and is working as intended:  
The Administrator**

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**Facility Name: HARBOR CITY CHILDREN'S FD - Carson**

**Section I. Facility and Environment**

**Recommendation: OCCF Management**

**a. Paint the front porch and patio**

**Status: The porch and patio was painted on 03/19/09.**

**Plan to prevent reoccurrence:**

**The Facility Manager will be responsible for checking the facility grounds on at**



least a weekly basis.

Person responsible for implementing the corrective action:  
The Administrator

Person responsible for monitoring the corrective action plan to ensure it remains implemented and is working as intended:  
The Administrator

b. Replace toilet seat in bathroom #3  
Status: The toilet seat was replaced 03/19/09.

Plan to prevent reoccurrence:  
The Facility Manager will be responsible for checking the facility grounds on at least a weekly basis.

Person responsible for implementing the corrective action:  
The Administrator

Person responsible for monitoring the corrective action plan to ensure it remains implemented and is working as intended:  
The Administrator

c. Provide mattress pads for all beds  
Status: Mattress pads were placed on all beds on 03/19/09.

Plan to prevent reoccurrence:  
All residents have been informed that mattress pads are required and not to be removed. In the future, Facility Managers will be responsible for ensuring all mattresses have pads by checking mattresses on a weekly basis.

Person responsible for implementing the corrective action:  
The Administrator

Person responsible for monitoring the corrective action plan to ensure it remains implemented and is working as intended:  
The Administrator

## Section II. Program Services

Recommendation: OCCF Management develop comprehensive NSP's that include short and long term goals.

**Status:** (Implemented) The DCFS Out of Home Care Management provided all therapists with training regarding Needs & Service Plans on April 6<sup>th</sup>, 2009. All therapists have implemented and incorporated all recommendations.

**Plan to prevent reoccurrence:**

The Administrator will review all residents files on a quarterly basis.

**Person responsible for implementing the corrective action:**

The Administrator

**Person responsible for monitoring the corrective action plan to ensure it remains implemented and is working as intended:**

The Administrator

#### Section VII. Clothing and Allowance

**Status:** (IMPLEMENTED) All residents are up to date on their required \$50 monthly clothing allowance.

**Plan to prevent reoccurrence:**

The Administrator will be responsible for ensuring all residents remain up to date on the required \$50 monthly clothing allowance by reviewing clothing log on a monthly basis.

**Person responsible for implementing the corrective action:**

The Administrator

**Person responsible for monitoring the corrective action plan to ensure it remains implemented and is working as intended:**

The Administrator

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**Facility Name:** Orange County Children's Fd. - Placentia

#### Section I. Facility and Environment

**Recommendation:** OCCF Management will

a. Remove bicycle and tires from the patio.

**Status:** Bicycle and tires were removed from the patio on 03/14/09.

**Plan to prevent reoccurrence:**

The Facility Manager will be responsible for checking the facility grounds on at

least a weekly basis.

Person responsible for implementing the corrective action:  
The Administrator

Person responsible for monitoring the corrective action plan to ensure it remains implemented and is working as intended:  
The Administrator

**b. Repair the kitchen cabinets**

Status: Kitchen cabinets were repaired on 03/14/09.

Plan to prevent reoccurrence:  
The Facility Manager will be responsible for checking the facility grounds on at least a weekly basis.

Person responsible for implementing the corrective action:  
The Administrator

Person responsible for monitoring the corrective action plan to ensure it remains implemented and is working as intended:  
The Administrator

**c. Paint the kitchen cabinets and drawers**

Status: Kitchen cabinets and drawers were painted on 03/14/09.

Plan to prevent reoccurrence:  
The Facility Manager will be responsible for checking the facility grounds on at least a weekly basis.

Person responsible for implementing the corrective action:  
The Administrator

Person responsible for monitoring the corrective action plan to ensure it remains implemented and is working as intended:  
The Administrator

**d. Repair the acoustic ceiling in the hallway.**

Status: The acoustic ceiling was repaired on 03/14/09.

**Plan to prevent reoccurrence:**

The Facility Manager will be responsible for checking the facility grounds on at least a weekly basis.

**Person responsible for implementing the corrective action:**

The Administrator

**Person responsible for monitoring the corrective action plan to ensure it remains implemented and is working as intended:**

The Administrator

e. Replace the dresser in bedroom one.

Status: The dresser was removed and discarded on 03/14/09.

**Plan to prevent reoccurrence:**

The Facility Manager will be responsible for checking the facility grounds on at least a weekly basis.

**Person responsible for implementing the corrective action:**

The Administrator

**Person responsible for monitoring the corrective action plan to ensure it remains implemented and is working as intended:**

The Administrator

f. Replace the desk drawer in bedroom two.

Status: The desk drawer was replaced on 03/14/09.

**Plan to prevent reoccurrence:**

The Facility Manager will be responsible for checking the facility grounds on at least a weekly basis.

**Person responsible for implementing the corrective action:**

The Administrator

**Person responsible for monitoring the corrective action plan to ensure it remains implemented and is working as intended:**

The Administrator

g. Repair the window screen in bedroom three.

Status: The window screen was repaired on 03/14/09.

**Plan to prevent reoccurrence:**

The Facility Manager will be responsible for checking the facility grounds on at least a weekly basis.

**Person responsible for implementing the corrective action:**

The Administrator

**Person responsible for monitoring the corrective action plan to ensure it remains implemented and is working as intended:**

The Administrator

**Section II. Program Services**

**Recommendation:** OCCF Management develop comprehensive NSP's that include short and long term goals.

**Status:** (Implemented) The DCFS Out of Home Care Management provided all therapists with training regarding Needs & Service Plans on April 6<sup>th</sup>, 2009. All therapists have implemented and incorporated all recommendations.

**Plan to prevent reoccurrence:**

The Administrator will review all residents files on a quarterly basis.

**Person responsible for implementing the corrective action:**

The Administrator

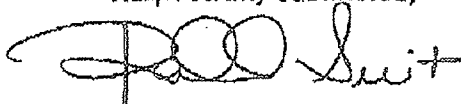
**Person responsible for monitoring the corrective action plan to ensure it remains implemented and is working as intended:**

The Administrator

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Should you have questions or require further information, please feel free to contact me at (714) 213-1429.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Rachel Suit". The signature is stylized with a large, looped "R" and a cursive "Suit".

Rachel Suit  
Administrator

